



2010 STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN FEDERATION APPLICATION AND AGREEMENT

The following number is for internal use only:

Federation's name: (as it will appear in the donor guide):	
Federal EIN/number:	
Contact person name:	
Contact Address, City, State, Zip	
E-mail address:	
Contact Phone	
Federation's phone number for publication in giving guide:	
Federation's web address for publication in giving guide:	
25 word description for the 2010 SECGC donor guide. Revise if needed. If no description is listed, please provide one here or attach separate sheet. Do not include organizational name in narrative.	

In return for the right to participate in the 2010 State Employees' Charitable Giving Campaign (SECGC), the Non-Profit Organization named above certifies by signature at the bottom of this document that the organization meets the following terms and conditions:

1. Certifies that the non-profit and any participating non-profits it represents, meets all of the participation criteria listed in the 2010 Application Information for Federations or Independent Non-Profit Organizations, including:
 - a. recognition by the IRS as either a 501(c)(3) tax-exempt organization showing EIN, current name and address or authorization by an Act of Congress;
 - b. registration with "active" status to do business in Montana;
 - c. has a substantial presence in the state of Montana as described in the Application Information and can verify that at least 70% of funds raised through the SECGC for each non-profit is expended in Montana for activities that benefit the State or people of Montana. If this is not the case, you must demonstrate in writing to the satisfaction of the Department of Administration and the Campaign Advisory Council that there is a substantial return or benefit to the people of the state;
 - d. promotion of its activities in truthful and non-deceptive manner, including all material facts with no exaggerated misleading claims;
 - e. participation in the campaign in only one form;
 - f. does not have sectarian activities as its primary focus;
 - g. meets all other requirements detailed in the Application Information; and
 - h. has provided complete documentation of eligibility.

2. Agrees to abide by all participation requirements, procedures and campaign guidelines, including participation in a conference call for federation representatives prior to completing the application (notification to be made directly to the federation in advance);
3. On the recommendation of the Campaign Advisory Council (CAC), authorizes the Department of Administration to acquire fiscal management services and program operations services on behalf of the non-profit for purposes of operating the campaign. The Financial Services Coordinator is responsible for paying campaign expenses approved by the CAC, receiving and verifying donations, allocating donations according to employee designations, and obtaining an independent audit. The Program Coordinator is responsible for activities associated with planning and carrying out the campaign, including preparation and distribution of materials, volunteer training, communications, etc.;
4. Agrees to indemnify the state, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, and causes of action of any kind or character, including the cost of defense, arising in favor of your non-profit's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, goods or rights to intellectual property provided or omissions of services or in any way resulting from the acts or omission of the non-profit and/or its agents, employees, subcontractors or its representatives under this contract, all to the extent of the non-profit's negligence and to bring any litigation in the First Judicial District Court of Lewis and Clark County;
5. Agrees to pay its proportional share of the expenses incurred in conducting the 2010 SECGC, based upon its percentage share of the gross campaign receipts as designated by the employees contributing. The expense of managing the campaign will include all out-of-pocket costs associated with planning and conducting the campaign. This typically averages below 10%;
6. Verifies that the person signing this agreement is authorized to bind the non-profit to this agreement, has read and fully understands the 2010 Application Information, agrees to its terms, and has attached all required documents and the application fee to this Application and Agreement; and
7. Provides with this application the following required documents: **(please include the following)**

FEDERATION ENCLOSURE CHECKLIST

- ☐ This signed Federation Application and Agreement Form;
- ☐ Copy of IRS letter that verifies your Federation's current tax-exempt 501(c)(3) status with the IRS showing EIN, current organization name and address or the Act of Congress;
- ☐ Copy of the Montana Secretary of State's web page that shows your federation is currently registered to do business. Print and attach the page that shows the words "Active Status" and date "Last AR Filed" <http://app.mt.gov/bes>
- ☐ Copy of your most recently completed audit with addenda showing disbursements; and
- ☐ Your complete list of non-profits that are affiliated with you for this Campaign; and for **EACH** non-profit listed, enclose the following:
 - ☐ Completed and signed Non-Profit Application and Agreement.
 - ☐ Copy of their IRS letter that verifies the current tax-exempt status 501(c)(3) status with the IRS and showing EIN, current organization name and address or the Act of Congress;
 - ☐ Copy of their Montana Secretary of State's web page that shows organization is currently registered to do business. Print and attach the page that shows the words "**Active Status**" and date "**Last AR Filed**"; <http://app.mt.gov/bes>
- ☐ **The application fee with a check payable to the State Employees' Charitable Giving Campaign or SECGC totaling \$60 for the Federation and \$4 for every non-profit organization on the Federation's list that is a part of your application.**

I understand that failure to comply with the rules and regulations governing the SECGC, or the terms and conditions of this agreement, may result in suspension from the campaign without notice.

Signature and title

Date

**May 4, 2010, 4:30 p.m. = the deadline for applications to be in the hands of Department of Administration, State Human Resources Division,
mailing address: P. O. Box 200127, Helena, MT 59620-0127
or hand-delivery address: Mitchell Building, 125 North Roberts, Room 125, Helena, Montana**

**The application materials may also be downloaded at the following:
<http://hr.mt.gov/HRServices/programsadministered.asp>**